

ADMINISTRATIVE CIRCULAR NO. 93
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 25, 2008

To: Division and Department Heads and Principals of Middle Level and Atypical Schools

Subject: NEW ADOPTION TEXTBOOK ORDERS, GRADES 6-8, AND ALLOCATION OF SIM FUNDS FOR 2008-2009 SCHOOL YEAR

Department and/or Persons Concerned: Principal, Library/Resource Staff, Head Counselor, and Department Chairpersons

Due Date: May 23, 2008

Reference: District Procedures Nos. 4505, 4510, and 4520

Action Requested: Complete order forms and forward to Anne Mealiffe, Instructional Materials Department, Instructional Media Center (IMC).

Brief Explanation:

One secondary textbook ordering workshop for Library Media Teachers, School Library Technicians and/or other staff responsible for textbook ordering for Grades 6-8 only will be offered in May.

Monday, May 12, 2008	1:00 p.m. – 3:00 p.m.	IMC, Evaluation Room 1
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A second workshop for all *atypical sites* will be offered (grades K-12 as a makeup session).

Friday, May 16, 2008	1:00 p.m. – 3:00 p.m.	IMC, Evaluation Room 1
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At the workshop, sites will receive information about new textbook adoptions for 2008-2009, as well as instructional materials funds used for growth and replacement. In addition, the Instructional Materials Department staff will review the textbook ordering process. Site-specific packets will be distributed with pertinent 2008-2009 adoption information, including order forms for courses requiring instructional material selections.

I. New Adoptions

A. Middle-level courses, Grades 6-8, are listed below:

Subject Area	Grade(s)	Course	Course Number(s)
Language Acquisition/ World Languages	7-12	Filipino 1-2	2395-2396
	8-12	Filipino 3-4	2397-2398
Mathematics	8	Algebra Readiness	4080
Science	6	Science 6th	6006;7114
	7	Science 7 th	6003;7115
	7	Science 7 th - Computers and Technology 1,2	6008-6009
	8	Science 8 th	6005;7770
	8	Science 1,2 8 th Advanced	6041-6042
Special Education	7-8	Applied Mathematics 7 th -8 th	7303
	7-8	Applied Science/Health 7 th -8 th	7323
	6-8	Functional Mathematics 6 th -8 th	7132

Instructional materials for the above courses will be issued by the Instructional Materials Department, in accordance with the higher course enrollment of fall or spring semesters 2007-08, as reported in the Zangle master schedule report. In addition, each site will receive, at no charge, an additional ten percent allocation of materials based upon the number of students enrolled in each course. Principals will review the order quantities prepared by the Instructional Materials Department, and may request additions or deletions based upon enrollment changes by submitting a “Projected Enrollment Adjustment Request.” These additional materials will be held in the warehouse for delivery upon verification from the Zangle master schedule report. Allocations to atypical sites may vary depending on class size. To cover unanticipated growth or reconfiguration after the opening of school, sites must fax an “Instructional Materials Adjustment Request” to the Instructional Materials Department. The information will be verified and additional materials sent as quickly as possible. Schools implementing new courses and/or increasing in enrollment in subsequent years must purchase textbooks using site budgets.

All necessary forms will be provided in the site workshop packet and will be available on the Instructional Materials Department website following the workshop:

- http://www.sandi.net/depts/instructional_materials/index.html

- B. Reconciliation will take place on materials issued to sites only when there has been a significant change in enrollment from the original projection. The Instructional Materials staff will verify course enrollments and teacher counts for each site as reported in the Zangle master schedule report on the District's official active enrollment date, with final reconciliation taking place during second semester. If a school has ordered materials in excess of the allocation as verified in Zangle, site personnel responsible for instructional materials orders must contact the Instructional Materials Department to arrange for pick up of **unused, unprocessed materials** or provide a budget number for payment by the end of February. If arrangements have not been made by that date, the budget provided on the original "Projected Enrollment Adjustment Request" will be charged.
- C. **Please note that videos, software, calculators, other technology-based instructional materials, and processed textbooks may not be returned. Excess materials will be charged to the site. Please use caution when ordering these materials.**

II. Contact Persons

- A. Questions regarding information included in this circular may be directed as follows:
- SIM funding and SIM budget accounts: Donata Barbour, Budget Analyst, Budget Department, dbarbour@sandi.net, (619) 725-7637.
 - Preparation of textbook orders: Anne Mealiffe, Instructional Materials Services Clerk, 6-12, Instructional Materials Department, IMC, amealiffe@sandi.net, (858) 496-8465.

Denise Hankins
Manager, Instructional Materials

APPROVED:



Geno Flores
Deputy Superintendent

DH:am

Distribution: Lists A, B and E